Commercial Property

Temporary Project
Application Form

Tax Map ID# _____

Project Location (Business Name): _____

Property/Center Name: _____

Business Address: _____ **Suite #** _____

The Woodlands, TX _____**(zip code)**

Real Property Owner: _____

Local Business Manager: _____

Office Phone: _____ **Alternate:** _____

Email: _____

Estimated Start Date: _____

Contractor: _____

Contractor's Phone: _____

Contractor's E-mail: _____

INSTRUCTIONS

1. Please complete separate applications for each project proposed.
2. Applications must be signed by the real property owner or person authorized by the owner as agent for the owner. Written proof of this authorization may be required.
3. All questions on the application must be answered or noted as "not applicable" (N/A).
4. A scaled copy of the property survey noting the location of the proposed improvement, also drawn to scale, must be submitted with the application. The overall survey size must be no larger than 11" x 17". A separate enlarged area detail of the survey may be needed to ensure readability.
5. Drawings, photographs, color samples, brochures, tree survey, colored elevations, hard surface coverage data and specs must be provided as needed.
6. Applications and all required information must be received by noon on the Thursday preceding the appropriate committee meeting.
7. Please visit our web site for the most recent Commercial Planning Design Standards at **http://www.thewoodlandstownship-tx.gov**. Submission **does not** guarantee posting on the upcoming agenda.

Office Use	PROJECT INFORMATION
	Project Type: (please circle) Building – Paving - Other (describe): _____
	Project Is (please circle): New - Existing - Replacement
	If Existing or a Replacement, when was the original installed: _____
	Dates Requested: From _____ To _____
	Project Description:_____ _____
	Project Purpose:_____
	Number of Temporary Structures Existing: _____
	Describe Existing Temporary Structures: _____
	Describe Plans for a Permanent Solution: _____ _____
	Note: location map plus colored rendering with all colors, materials, sizes and specs must be attached.
	Variances proposed: (please check) ☐ Parking Spaces Required ☐ Forest Preserve Encroachment ☐ Hard Surface Allowed ☐ Other _____

	Explain Variance(s) Proposed: _____ _____

OWNER CERTIFICATION AND HOLD HARMLESS AGREEMENT

1. The information set out above and included with this Application is accurate and complete.
2. The improvements will be completed in accordance with the approved application.
3. The improvements will not affect existing surface water flows at the lot boundaries.
4. Agents or employees of The Woodlands Township have my permission to enter the property during normal business hours to inspect construction of the improvements.
5. Construction is not to begin until approval has been received from the Plan Review Committee.

Owner understands that The Woodlands Township does not review plans for compliance with applicable laws or codes, and that it is the duty of the owner and the owner's contractors or consultants to design and construct the proposed improvements according to applicable laws, codes and sound practices. Owner hereby releases and agrees to hold The Woodlands Township, the Plan Review Committee, and their agents and employees harmless from any cost or liability arising out of the review or approval of plans for the proposed improvements.

I certify that I am the owner or authorized to sign this form with the authority of, and as agent for, the owner:

_____/_____
Applicant Signature   Date

_____ / _____
Print Name   Print Affiliation/Title

(For Office Use Only)

Staff Action   *Committee Action*

Date _____   Int._____   Int. _____   *Date _____*

☐ *Approved*   ☐*Deferred*   ☐ *Approved*   ☐*Deferred*

☐ *Disapprove*   ☐ *No Action / Returned*   ☐ *Disapprove*   ☐ *No Action / Returned*

☐*Approved with the following conditions:*   ☐*Approved with the following conditions:*

_____   _____
_____   _____
_____   _____
_____   _____

Supplemental Committee Action

Date _____

☐ *Approved*   ☐*Deferred*

☐ *Disapprove*   ☐ *No Action / Returned*

☐*Approved with the following conditions:*

_____
_____
_____
_____